



Committee of the Whole Excerpts
September 10, 2024

ACTIVE TRANSPORTATION TRAIL STRATEGY RFP AWARD EXCERPT

During the 2024-25 Capital Budget funds for the Active Transportation Update & Trail Strategy for the region were approved. It is intended that the plan will also include a sidewalk needs assessment that would include WHRM growth centres.

A Request for Proposal (RFP) was issued and posted on the Provincial Procurement Site on July 8, 2024, calling for proposals by consultants to undertake an Active Transportation & Trail Strategy. The RFP closed August 1, 2024, resulting in seven proposals being received.

The recommended motion was that Committee of the Whole recommend that ...

COUNCIL APPROVE THE AWARD OF TENDER WHRMCD24-06 REQUEST FOR CONSULTING SERVICES FOR THE WEST HANTS REGIONAL MUNICIPALITY ACTIVE TRANSPORTATION & TRAIL STRATEGY CONTRACT TO UPLAND PLANNING AND DESIGN FOR THE TENDERED PRICE OF \$82,000 PLUS APPLICABLE TAXES.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: West Hants Regional Municipality Committee of the Whole

Submitted by: Kevin Waters, Active Living Coordinator

Date: August 29, 2024

Subject: Active Transportation & Trail Strategy WHRMCD24-06 Recommendation

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION or DECISION REQUEST

That Council approve the award of tender WHRMCD24-06 Request for Consulting Services for the West Hants Regional Municipality Active Transportation & Trail Strategy contract to Upland Planning and Design for the tendered price of \$82,000 plus applicable taxes.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☒	Social ☐	Economic ☒	Councillor Activity ☐
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With the approval of the 2024-25 Capital Budget, Council approved funds for the Active Transportation Update & Trail Strategy for the region. This plan is also to include a sidewalk needs assessment that would include WHRM growth centres.

A Request for Proposal (RFP) was issued on July 8, 2024, calling for proposals by consultants to undertake an Active Transportation & Trail Strategy. This was posted on the Provincial Procurement Site as per the Procurement Policy RCOFN-003.00 for WHRMCD24-06 Request for Consulting Services West Hants Regional Municipality Active Transportation & Trail Strategy. The RFP closed August 1, 2024, and seven proposals were received.

Proposals were reviewed and evaluated independently by members of the working group team from Community Development and Public Works against the criteria outlined in the RFP with the average of the evaluation scores shown below.

Proponent Name	Total Score	Total Bid Price (not including HST)
Bridge-It Urban Consulting	45	\$69,796.00 + HST
CIMA+	84.5	\$75,815.00 + HST
WSP Canada Inc.	80.38	\$79,940.00 + HST
UPLAND Planning and Design	90.85	\$82,000.00 + HST
CBCL Limited	80.82	\$82,182.00 + HST
ALTA Planning and Designing	82.25	\$82,328.25 + HST
Urban Systems Ltd.	81.98	\$82,604.00 + HST

Staff included in the review a 20% evaluation component for pricing, essentially all evaluations were scored out of 120% with 20% being the cost component.

Each member of the evaluation team placed UPLAND Planning and Design as the top choice. Local experience, community knowledge, volume of community and stakeholder engagement and in person community visits were weighted and areas of strength for UPLAND. Further, the evaluation team also took into consideration of the volume of active transportation work that UPLAND has completed in Nova Scotia and the Maritime's as well as their familiarity with our community and the level of growth that WHRM is experiencing.

DISCUSSION

1) The purpose of the Active Transportation Plan Update:

- To improve and expand the West Hants Regional Municipality active transportation network

- To assess the needs of our community in relation to active transportation, trails, and sidewalk infrastructure to improve equity and access of active transportation of all residents
- To further improve active transportation infrastructure
- Review and update the existing Active Avon Active Transportation Plan
- Incorporate the latest best practices and policies.
- Engage with stakeholders and the community to gather input and feedback.
- Provide recommendations for infrastructure improvements and policy changes.

2) Trails Strategy Mapping:

- Develop a comprehensive strategy for existing and future trail networks.
- Map current trails and identify opportunities for expansion and connectivity.
- Assess the condition and usage of existing trails.
- Recommend enhancements to improve user experience and accessibility.

3) Future Sidewalk Needs Assessment:

- Consolidate current sidewalk infrastructure data within the updated AT Plan
- Conduct a thorough assessment of sidewalk infrastructure opportunities in the Growth Centres focusing on key connections and new opportunities.

NEXT STEPS

Pending approval of council staff will award the consulting service contract to Upland Planning and Design.

FINANCIAL IMPLICATIONS

Procurement Timeline:

Posted to Procurement	July 8, 2024
Closing Date	August 1, 2024
Price Expiry Date	September 30, 2024
Days Remaining	21

2024-25 Capital Budget – Plans & Strategies - AT Plan Update & Trail Project Strategy/Mapping & Sidewalk Needs Assessment

Tender Pricing	\$82,000.00
Non-Recoverable Tax (4.29%)	\$3,517.80
Tender total	\$85,517.80

2024-25 Budget Value	\$95,000.00
Variance (over budget)	\$9,482.20

In the 2024-25 Capital Budget a total cost was budgeted of \$95,000 for the plans and strategies update, to be funded through the Regional Operating Reserve. With this consultant coming in \$9,482 under budget, there will be a smaller draw from the Regional Operating Reserve for this project.

ALTERNATIVES

1. Council can choose not to fund or award this contract.
2. Council may choose to award this contract to an alternative proponent.

Neither of these alternatives are being recommended by staff.

ATTACHMENTS

None.

CHIEF ADMINISTRATIVE OFFICER REVIEW

The active transportation and trail strategy is in alignment with Council's direction. The rationale for the selection of the recommended bidder is included in the report.

I support the recommendation.

Report Prepared by: _____
Kevin Waters, Active Living Coordinator

Report Reviewed by: _____
Kathy Johnston-Isenor, Manager, Recreation & Community Engagement

Report Reviewed by: _____
Kathy Kehoe, Director Community Development

Report Reviewed by: _____
Diana Gibson, Manager, Accounting and Financial Reporting

Report Reviewed by: _____
Carlee Rochon, Director, Financial Services

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer